

	ORDERING BAR CODED SUBSTANCES SHIPPED THRU LGRT 125 – Summary Sheet	EHS-CEMS-SOP.02 rev.00
		Effective Date: March 28, 2006
		Revision Date:

PROCARD

Tell the Vendor to use the following Shipping Address when placing your order:

University of Massachusetts
Room 125 Lederle Graduate Research Tower
710 North Pleasant Street
Amherst, MA 01003
Attn: “**Responsible Owner**”, “**Storage Location**” (**Building & Room#**)
Example: Attn: John Doe , LGRT 1302

PURCHASE ORDER or Blanket order

Tell the Vendor to use the following Shipping Address when placing your order:

University of Massachusetts
Room 125 Lederle Graduate Research Tower
710 North Pleasant Street
Amherst, MA 01003
Attn: “**Responsible Owner**”, “**Storage Location**” (**Building & Room#**)

OR

Select “**CHEMS**” as the “Ship To” default in the Panel Header

List the “**Responsible Owner**”, “**Storage Location**” (**Building & Room#**) in the “Comments” Panel. (Remember to click the <send to vendor> checkbox
Example: Attn: Jane Doe , Morrill IV N451

POINTS TO REMEMBER

- This procedure is only for bar coded substances shipped through Laboratory Health and Safety Services, LGRT 125. (NOT other laboratory supplies)
- A separate order will need to be placed for all other items
- See the detailed Procedures “Ordering of Hazardous Materials including all CEMS Inventoried Substances” *EHS-CEMS-SOP.01* for full instructions
 1. Purpose and Applicability
 2. Definitions – includes “CEMS Inventoried Substance List” which is a list of those substances which do/do not require a bar code
 3. Roles and Responsibilities
 4. Procedures